

PMT	Project Management Team
PPS	Portland Public Schools
QP	Quality Plan
ROW	Right-of-Way
S	South
SB	Southbound
SE	Southeast
SOW	Statement of Work
Uxing	New Undercrossing
W	West
WB	Westbound

B. STANDARDS and GENERAL REQUIREMENTS

1. Standards

The standards, manuals, directives and other guidance applicable to Professional Services and Related Services provided under the Contract are referenced below or available on Agency's webpages linked below and are incorporated by this reference with the same force and effect as though fully set forth herein. Additional standards, guidance and general requirements applicable to the Project may be specified in individual tasks or elsewhere in the Contract.

The standards, manuals, directives and other guidance listed below or available on Agency's webpages are not exhaustive and may not include all applicable standards for a given Project. **Consultant shall be responsible for determining all applicable practices and standards to be used in performing Professional Services and Related Services. Consultant shall inform and demonstrate to Agency if standards, directives or practices required by Agency in performance of the work are insufficient, in conflict with applicable standards, or otherwise create a problem for the design.** Should the requirements of any reference, standard, manual or policy referenced in the Contract conflict with another, Consultant shall, in writing, request Agency to resolve the conflict.

Unless otherwise specified in a given task, the most current version of applicable standards, manuals, directives and other procedural guidance shall apply. Unless otherwise specified, the system of measurement and language used in all deliverables must be English.

a. Planning, Survey, Preliminary Engineering and Design Manuals, Standards and Guidance:

- **Technical Manuals** - alphabetical list
(<https://www.oregon.gov/ODOT/Engineering/Pages/Manuals.aspx>)
- **Planning Guidance and Resources**
(<https://www.oregon.gov/ODOT/Planning/Pages/Guidance.aspx>)
- **Planning Analysis** (<https://www.oregon.gov/ODOT/Planning/Pages/Technical-Tools.aspx>)
- **Geo-Environmental Guidance**
(<https://www.oregon.gov/ODOT/GeoEnvironmental/Pages/Guidance.aspx>)
- **Geometronics Resources & Guidance**
(<https://www.oregon.gov/ODOT/ETA/Pages/OCRS.aspx>)
- **Surveying Manuals & Resources** (<https://www.oregon.gov/ODOT/ETA/Pages/Surveying.aspx>)
- **Bridge Standards & Manuals** (<https://www.oregon.gov/odot/bridge/pages/index.aspx>)
- **Engineering Guidance** (<https://www.oregon.gov/ODOT/Engineering/Pages/Eng-Guidance.aspx>)

- **Standard Drawings and Details**
(<https://www.oregon.gov/ODOT/Engineering/Pages/Standards.aspx>)
- **Technical Guidance** (<https://www.oregon.gov/ODOT/Engineering/Pages/Technical-Guidance.aspx>)
- **Access Management Manual & Guidance**
(<https://www.oregon.gov/odot/engineering/pages/access-management.aspx>)
- **Project Delivery Guide & Forms**
(<https://www.oregon.gov/ODOT/ProjectDel/Pages/Project-Delivery-Guide.aspx>)
- **Oregon Standard Specifications for Construction**
(https://www.oregon.gov/ODOT/Business/Pages/Standard_Specifications.aspx)
- **ODOT Quality Plan Template**
(<https://www.oregon.gov/ODOT/Business/Procurement/Pages/PSK.aspx>)
- **ODOT Forms Library** (<https://www.oregon.gov/ODOT/Forms/Pages/default.aspx>)
- **ADA Compliance – Assessment, Design, Inspection.** When the Services under this Contract include **assessment or design (or both)** for curb ramps, sidewalks or pedestrian-activated signals (new, modifications or upgrades), Consultant shall:
 - a. Use ODOT standards to assess and ensure Project compliance with the Americans with Disabilities Act of 1990 (“ADA”), including ensuring that all sidewalks, curb ramps, and pedestrian-activated signals meet current ODOT Highway Design Manual standards; and
 - b. Follow ODOT’s processes for design, modification, upgrade, or construction of sidewalks, curb ramps, and pedestrian-activated signals, including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction Specifications, providing a temporary pedestrian accessible route plan and current ODOT Curb Ramp Inspection form.

When the Services under this Contract include inspection of curb ramps, sidewalks or pedestrian-activated signals (new, modifications or upgrades), all such inspections shall include inspection for compliance with the standards and requirements in a. and b. above. Inspections must be performed by ODOT certified inspectors (which must include certified environmental inspectors when appropriate). In addition, at Project completion, Consultant shall send an ODOT Curb Ramp Inspection Form 734-5020 to the address on the form as well as to ODOT’s Project Manager for each curb ramp constructed, modified, upgraded, or improved as part of the Project. The completed form is the documentation required to show that each curb ramp meets ODOT standards and is ADA compliant. ODOT’s fillable Curb Ramp Inspection Form and instructions are available at the following address:

<https://www.oregon.gov/ODOT/Forms/Pages/default.aspx>

Above references to curb ramps, sidewalks or pedestrian-activated signals also include, when applicable, shared use paths, transit stops, park-and-rides and on-street parking.

b. Construction Phase Manuals, Standards and Guidance (RESERVED)

2. Design Criteria and Project Assumptions/Conditions.

- NTP will be provided no later than May 31, 2020;
- Agency will provide all Agency furnished studies, reports, and data within 2 weeks of NTP.

3. Software Requirements

Consultant shall deliver all Work Products in the format(s) required by Agency. Consultant’s software must produce deliverables that are fully compatible, readable and useable by Agency software, requiring

no modification or translation of Consultant's deliverables. No loss of data integrity or accuracy may result from any transfer of data. Compressed data must be in a "self-expanding executable" format. To ensure and verify this level of compatibility, Agency may provide sample or required format(s) to Consultant, and Consultant and Agency may conduct tests of sample deliverables from Consultant. Agency reserves the right to reject deliverables that do not meet these requirements. If a deliverable is rejected, Consultant shall resubmit deliverables to Agency that meet these requirements, and shall not bill Agency for the rejected deliverables or for time associated with correcting the rejected deliverables.

Consultant may propose alternative software for consideration by Agency. If Agency determines that the alternative software meets the compatibility requirements of this section, Agency may choose to accept the use of the alternative software. Agency will document this approval in writing.

Software standards currently used by Agency are specified below. Additional formats and software requirements may be specified in tasks included in the SOW. Agency anticipates that it will update its software periodically and at such time, new software may be required by notice provided to Consultant 30 days in advance. Software standards include but are not limited to the following:

- Microsoft Office Suite
- MicroStation Inroads (SS2)
- Adobe Acrobat Suite

4. Professional Licenses, Registrations and Qualifications

- Consultant and its subconsultants must be duly licensed to perform the Services, as required by the applicable Oregon Revised Statutes and Oregon Administrative Rules, and other applicable laws. Consultant's personnel and subconsultant personnel must be duly licensed to perform all Services which they will be performing under the Contract, and must perform such Services under the "responsible charge" of a person so licensed (as that term is defined under ORS Chapter 672), or must be otherwise exempt from any licensing requirements applicable to the Services being performed.
- Agency may require Consultant's Personnel to demonstrate a competency in the particular area/discipline to which they are assigned. This may include, but is not limited to, submittal of license number, resume, and work samples from previously completed services or projects.

5. General Requirements

- **Quality Plan for Professional Services and Related Services.** A Quality Plan ("QP") must be approved and on file with Agency before any Services may be performed under the Contract. The QP must be developed consistent with requirements of Agency's "Guidance/Template for Consultants" available online at:
https://www.oregon.gov/ODOT/Business/Documents/Consultant_Quality_Plan_Model.doc. Consultant shall ensure quality assurance and quality control is performed in conformance with the approved QP on all Services and deliverables provided under the Contract.
- **Endorsement of Data.** If required by applicable law, Consultant shall place their official Oregon Registered Engineer seal and signature on all engineering design drawings and specifications furnished to ODOT, as well as any other materials specified in ORS 671.025, 671.379, 672.020(2), 672.025(2), 672.028(2) and 672.605, as applicable, that require such seal and signature.
- **Electronic Documents, Digital Seal and Signature.** If required under the Contract, Consultant shall use ODOT's ProjectWise Network (see **Exhibit L**) for electronic submittal and receipt of files as necessary for the Project. All final documents identified in ORS 671.025, 671.379, 672.020(2), 672.025(2), 672.028(2) and 672.605, as applicable, must bear the digital seal and

signature of the Oregon registered professional under whose supervision and control they were prepared. Documents must be submitted in the format specified in the Contract for each deliverable and must comply with OAR 804-030, OAR 806-010, OAR 809-050 and OAR 820-025 requirements, as applicable, for digital seal and signature capable of independent verification, final and draft documents, modifications to designs, and dual stamping of documents.

- **Safety Equipment.** Consultant shall provide and use all safety equipment including (but not limited to) hard hats, safety vests and clothing if required by State and federal regulations and ODOT policies and procedures for the Services under the Contract.
- **Personnel, Materials, and Equipment.** Consultant shall provide competent personnel and shall furnish all supplies, equipment, tools, and incidentals required to accomplish the work. All equipment and tools must be in good operating condition and shall be kept in proper adjustment throughout the duration of the Contract. All materials and supplies must be of good quality and suitable for the assigned work.
- **Traffic Control.** If it is necessary to utilize traffic control to perform Services covered in this SOW, Consultant shall provide appropriate temporary traffic control measures in accordance with the OSHA Manual on Uniform Traffic Control Devices (“MUTCD”).
- **Access to ODOT Right-Of-Way.** Consultant shall notify and coordinate with Agency District Manager, or Assistant District Manager, having jurisdiction over the Project area at least 48 hours in advance of needing to be on-site. Consultant shall not begin on-site work until approval is received from the district. Consultant shall reschedule the on-site work if requested by the district.

Oregon Department of Transportation
District 2B
9200 SE Lawnfield Rd
Clackamas, OR 97015
971-673-6200
d2bup@odot.state.or.us

- **Consultant’s Diversity Plan.** During the course of the Consultant’s performance under this Contract, Consultant agrees to meet the requirements of the Consultant’s two-page diversity plan (the “ZGF Diversity Plan”) that the Consultant included with the proposal Consultant submitted in response to the Request For Proposals advertised by the Agency for the Services covered by this Contract, and that ZGF Diversity Plan is attached to this **Exhibit A** as **Attachment #1** and incorporated herein by this reference. In the event of a conflict between the ZGF Diversity Plan and the terms of the Contract, the terms of this Contract shall control, including, but not limited to, the provisions of Section 33, **Exhibit B**, **Exhibit D**, **Exhibit E** and **Exhibit F** of the Contract.

6. RESERVED

7. NEPA Related Requirements

a. NEPA Decision Documents and Final Design

Agency is not obligated to proceed with final design for any alternative; all reasonable alternatives will be evaluated and given appropriate consideration, and Consultant may not proceed with final design until the relevant NEPA decision documents have been issued.

b. NEPA Document Objectivity

If Agency concludes, at any time during the term of the Contract, that the Environmental Impact Statement, Environmental Assessment or Categorical Exclusion (as applicable) was not prepared

with objectivity in accordance with 23 USC 112 (f), Consultant and its Affiliates shall not be eligible to complete the remaining tasks associated with the Contract.

c. Preparation of NEPA EA, EIS or Categorical Exclusion

If a consultant is awarded a contract to prepare an Environmental Impact Statement, Environmental Assessment or Categorical Exclusion for a project, that consultant and its Affiliates may prepare the designs/plans/specifications for the project or may propose under a separate solicitation to prepare designs/plans/specifications for the project only if Agency concludes that the NEPA document was prepared with objectivity. Agency is not obligated to proceed with final design for any alternative. All reasonable alternatives will be evaluated and given appropriate consideration, and consultant may not proceed with final design until the relevant NEPA decision documents have been issued (e.g., Categorical Exclusion, Finding of No Significant Impact, or Record of Decision).

C. REVIEW, COMMENT and SCHEDULE OVERVIEW

- Consultant shall coordinate with the APD as necessary and shall revise draft deliverables to incorporate APD draft review comments.
- Consultant shall return the revised deliverables to the APD, with APD comments incorporated, within 10 business days of Consultant's receipt of APD comments, unless a different timeframe is specified for specific tasks or otherwise agreed to in writing by the APD.

D. FORMAT REQUIREMENTS

- Consultant shall submit draft and final deliverables in electronic format via e-mail (and hard copy if requested).
- Consultant shall also submit any graphic files accompanying reports separately in .jpg or .tif formats unless specified differently by Agency.
- Each draft and final text-based or spreadsheet-based deliverable must be provided in MS Office file formats (i.e., MS Word, Excel, etc.) and must be fully compatible with the version used by Agency.
- Additional format requirements may be listed with specific tasks/deliverables throughout the statement of work ("SOW") or in the Contract.

E. TASKS, DELIVERABLES and SCHEDULE

TASK 1 PROJECT MANAGEMENT

Consultant shall manage and coordinate the tasks included in this SOW. Consultant shall also coordinate with the APD, the OTC, and the ESC, as needed, in planning, implementing and integrating the various Project elements involved in Consultant's Services.

Consultant shall provide Quality Control ("QC") reviews of the Consultant's Services, to confirm that deliverables submitted to the APD have been peer-reviewed prior to submittal. Consultant shall submit written progress reports of Services activities monthly. Consultant shall prepare monthly progress reports and progress billings in a format approved by the Agency.

Consultant shall provide support Services for the Agency as needed to promote a forum for a qualitative, values-based evaluation process for the Project highway covers, so that the Agency and the